

Action Items

WA-Trans Steering Committee Action Items List			
What	Who	When	Status
All members not at the January 6 meeting need to provide Tami with home phone, cell phone or e-mail or any combination of them. Also indicate whether you care if the information is shared with other steering committee member is needed.	Dale, Tareq, Lisa, Blanchard	Prior to Feb. 24 meeting.	Assigned
Provide Tami contact of Affiliated Tribes of NW Indians chair for future info.	Patricia Paul	ASAP	Assigned
Reserve a meeting space in Spokane and find a recorder and projector for Feb. 24 th	Tami and Ian	ASAP	Assigned
Schedule Seattle meeting at the I-90 tunnel if possible for March 31, 9a.m. – 2 p.m.	Tareq/Holly	ASAP	Assigned
Schedule May 12 Meeting in Olympia.	Tami	ASAP	Assigned
Check with Oregon people and try to schedule May 13 in Vancouver to look at Oregon model and hear about their pilots.	Tami	ASAP	Assigned
Get model to Steering Committee so we can be prepared with questions and comments by May.	Tami	Feb. 24 meeting	Assigned
See who has railroads and see if their data will accommodate the business needs.	Dave Cullom	ASAP	Assigned
Provide contacts for TIB (Steve Gorchester, Greg Plummer)	Dan Dickson	ASAP	Assigned
Produce reports based upon model developed during meeting (report on level 5 and level 4)	Linda/Chuck	Feb. 24 meeting	Assigned
Provide more background information on ITAS group and what they are doing.	Dan	ASAP	Assigned
Gather contacts and solicit GDT to come on board. If GDT proves unfruitful there are others in the same private sector to approach for follow up.	Tami	ASAP	Assigned
Provide contact information for Boeing	Jerry	ASAP	Assigned
Investigate contacting the federal railroads	Dave Cullom	ASAP	Assigned
Change mitigation strategies that are underway to bold and add comments about status in italics following. Change the word “stakeholder” to “partner” through out the document.	Tami	ASAP	Assigned
Contact Tami with feedback regarding discussion of the Risk Assessment document. Please 1) Review High 2) Go through moderate to see if they bump to high, 3) look for any new high.	All S.C. Members	Prior to Feb. 24 meeting	Assigned
On the risk assessment move the issue of competing similar framework groups up to a higher risk and moving it out to it's own “cause”.	Tami	Prior to Feb. 24 meeting	Assigned
Add new steering committee members, so they would	Tami	ASAP	Completed

Note: Italicized items are prior to January 6 Meeting but are still outstanding unless otherwise stated.

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have access a) Patricia Paul and b) David Wolfer to the Partners database		(really soon!)	
Check the business need and make sure Tulalip Tribes' business needs were included and to e-mail additional business needs to Tami to add.	Patricia	Prior to February 7, 2003	Complete
Input data you have available for each type of data needed in the Internet application.	SC Member	Prior to Feb. 7, 2003	
Get information about how is their organizations getting data? If they are exchanging it what is it costing to exchange and format data and conflate it? How often do you do it? Also what does it cost to share your data with others? What is your investment in this? Provide to Tami	SC Members	January 22, 2003	Assigned
Review minimum accuracy ranges for agreement and functionalities for each business need	SC Members	Prior to Feb. 24 meeting!!	Assigned
Track monthly time/travel investments on the new web application.	SC Members including Feds	On a monthly basis prior to month end.	R.B., T.A.,J.B.
Give Tami the following contacts: Nick Chrisman (U of W), Community College Contacts, Chris Wayne (ESRI) (U of W certificate program), U of W Engineering Interns, Dale Evans School of Public Policy.	Holly, Tareq and Dave C	ASAP	D.C. provided Nick Chrisman and Tim Nyerges.
Prepare a job description (CQ) for the position of project administrative assistant.	Tami	ASAP	Assigned
Populate the web database with their priority ratings on all the business needs and input available data information.	SC Members	Feb. 7 is LAST day to enter this information about currently identified business needs!!!	R.B., J.B., D.D.,I.V.,E.J., D.C.,T.A.
Investigate inviting Tami to FMSIB meeting.	Eric	ASAP	Assigned
Provide Tami with the information she has collected from the counties	Wendy	Prior to Jan. 6 meeting	In progress, however there may be legal issues.
Provide information on Lessons Learned from other Framework Project efforts.	Carrie Wolfe	ASAP	Assigned

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Determine how public-private partnerships work	Tami	ASAP	Assigned
Send Tami any opportunities for internships are in-kind resources or funding for an administrative assistant to help her out.	SC Members	Prior to next meeting	Assigned
Get OGIC requirements and make sure they are covered in the document.	Nancy (no longer Dale)	Aug. 12	Assigned – Check with Ed Arabus or Dennis Scofield on this.
Set up follow up meeting meetings with Military to see if we have their business needs identified.	Tami / SC Members	ASAP	Had meeting with Military, and got contacts. Will follow up.
Give Tami contact information from the Association of Washington Cities and other contacts that may be useful. Check with Ashley Probart for a contact	Dan / Tami	ASAP	Assigned
Look at the old ORBITS work and see if they are incorporated in the document.	Nancy	August 12	Assigned

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